

HOUSING AUTHORITY OF THE CITY OF ORANGE

516 Burton Avenue

Orange, Texas 77630

Phone: (409) 883-5882 or (409) 883-5883

Office Hours: 8:00A.M.-4:30P.M.

Request for Proposal

RFP 2024-03

HVAC SERVICE

Authority Wide

OPENING DATE:	August 1, 2024
TO:	Prospective Bidders
REQUEST FOR PROPOSAL:	2024-03
SEPARATE SEALED PROPOSALS FOR:	Agency On-Call HVAC Services
LOCATION:	HACO Main Office Board Room 516 Burton Avenue Orange, Texas 77630
PROPOSALS WILL BE RECEIVED AT:	HACO Main Office Attn: Cleveland Como Project Coordinator 516 Burton Avenue Orange, Texas 77630
CLOSING DATE:	August 30, 2024
CLOSING TIME:	2:00 P.M.

By submission of a proposal the bidder agrees, if the bidder's proposal is accepted, to enter into a contract with the Housing Authority of the City of Orange (HACO), to complete all work as specified or indicated in the contract document, for the contract price and within the contract time indicated in the Request for Proposal (RFP). The bidder further accepts the terms and conditions of the RFP.

Proposals must be prepared in accordance with the section entitled "Submittal of Proposal", and will be evaluated by the HACO. Evaluation will be based on the criteria within this **RFP**.

Copies of the RFP, which includes the scope of services, conditions and requirements, may be obtained from the Main Office located at the address listed above. Persons who require special accommodations should immediately contact the HACO Contracting Officer at (409) 883-5882, Ext. 316.

The HACO reserves the right to accept or reject any or all proposals, or any proposal, and to waive any informalities or irregularities.

A copy of this solicitation is available at www.orangeha.com under the Business Opportunities Section. Questions regarding the attached RFP should be directed to the Contracting Officer in writing ten (10) days prior to the proposal due date. Questions received after the deadline will not be answered.

Contracting Officer: Cleveland Como

REQUEST FOR PROPOSAL

INTRODUCTION:

The Housing Authority of the City of Orange (HACO) hereby requests proposals from qualified firms or individuals to provide on-call HVAC services to the Housing Authority's eighty-four (84) units and to its main office.

The Housing Authority of the City of Orange (HACO) is a Public Housing Agency with approximately eighty-four (84) conventional public housing units located at three (3) sites within the Orange city limits. The HACO additionally administers a Section 8 Program with consists of approximately eight hundred sixty-eight (868) units.

The HACO was incorporated in 1940 and began participation under the provisions of the United States Housing Act of 1937. The Housing Authority Board of Directors (HACO) is governed by a five (5) member Board of Commissioners. The Mayor of the City of Orange appoints members of the governing board for staggered terms; they, in turn, elect a Chairperson and Vice Chairperson. The board members also appoint an Executive Director to administer the affairs of the Authority.

RFP INFORMATION AT A GLANCE:

HACO CONTACT PERSON: Cleveland Como
Phone: 409 883-5882, Ext. 316
FAX: 409 883-8014

HOW TO OBTAIN THE RFP DOCUMENTS: Available on Thursday August 1, 2024, at 9:00 A.M.
Housing Authority of the City of Orange
516 Burton Avenue

Orange, Texas 77630

HOW TO OBTAIN THE RFP DOCUMENTS ON THE WEBSITE: Access: www.orangeha.com
Click on the About us / Business Opportunities

TYPE OF SERVICE On-Call HVAC Service

OPENING Date August 1, 2024

CLOSING DATE August 30, 2024

SCOPE OF WORK REQUIREMENTS:

- A. Contractor shall furnish labor, parts, equipment, tools, transportation, and miscellaneous services, if required. Contractor shall also describe how the contractor will report all deliverables and benchmarks to the authorized HACO representative.
- B. Contractor shall provide qualified HVAC Technicians to perform various duties as direct by the authorized HACO representative. Respondent shall obtain approval from the authorized HACO representative for service requiring more than one licensed plumber.
- C. Contractor shall have a constantly monitored 24-hour a day phone number(s) to contact for service.
- D. The selected firm(s) will have adequate staff to provide as needed on-call HVAC services to all the HACO facilities included in this RFP. Technicians shall be on call 24 hours a day, 7 days a week including weekends and holidays, with a two hour response time.
- E. Estimates: The authorized HACO representative will authorize all non-emergency work.

- F. The successful vendor will provide written "not-to-exceed" estimates on all non-emergency work. The estimate will include the estimated number of hours, hourly rate, number and type of employees required, estimated material cost and completion date. It will be the successful vendor's responsibility to ensure that it has all information necessary to prepare accurate estimates.
 - G. The HACO will not bear costs for work to develop estimates. Work will only be performed with the HACO's written authorization within the time period agreed upon between the HACO and the selected vendor. Once authorized, the cost of actual work will not exceed the successful vendor's estimate. Unreasonable estimate will be deemed cause to terminate this contract.
 - H. Technicians shall contact the authorized HACO representative upon arrival at the job site. Actual travel time to and from the work location will not be reimbursable under the contract. Travel cost shall be included in the hourly rate for labor. Technicians shall ensure that the authorized HACO representative logs the start and completion times on the service ticket for services performed. Technicians shall provide the following information on the service ticket: building number, name of individual performing the work, and if applicable, the HACO work order number issued for that job.
 - I. All work required to correct any problems diagnosed by the Contractor shall be approved by the authorized HACO representative prior to work being performed. Respondent shall work until each job is completed and when necessary; respond to multiple requests for services at the same time.
 - J. Any work requiring a separate license shall be performed under the applicable license as required under local or state law.
 - K. Contractor shall leave the work area clean and free of materials, debris, and Contractor equipment to the satisfaction of the authorized HACO representative. Respondent shall remove from the building and dispose of all defective materials removed in the performance of the service and in strict accordance with all applicable rules, regulations, codes, laws, ordinances, statutes, etc. The authorized HACO representative shall approve the removal of all mechanical and plumbing parts.
 - L. Contractor shall clean all areas of scrap materials, dirt, dust, and debris generated in the performance of the service at the time the service is provided. For equipment located above the ceiling line and above a work area, the respondent shall cover the furnishings and floor area located below the equipment prior to commencing work.
 - M. Contractor shall clean, repair or replace any item damaged by the respondent or its subcontractor(s) during the performance of the service to the satisfaction of HACO, and at no additional cost to HACO.
- M. Miscellaneous Services:**
- a. The Contractor shall provide a cost estimate, which shall be approved by the authorized HACO representative prior to any work being performed.

- b. Miscellaneous services under this item shall not exceed \$2,000.00 per job unless approved by the HACO representative.

N. Performance Warranty:

- a. Work performed under the contract shall meet all applicable requirements of the latest revision of the Mechanical, National Electrical and Unified Building and Plumbing Codes.
- b. The Contractor shall guarantee all work included in the contract against any defects in workmanship; and shall satisfactorily correct, at no cost to HACO, any such defect that may become apparent within a period of one year after completion of the work.
- c. The warranty period shall commence upon the date of acceptance.

O. Material Warranty:

- a. Parts furnished by the Contractor shall be the latest improved models in current production, as offered to commercial trade, and shall be of quality material.
- b. Used, shopworn, demonstrator, prototype, reconditioned or discontinued models or materials shall not be acceptable.
- c. The warranty period for respondent provided materials shall be for a period of one year after completion of the installation or within the manufacturers' warranty, whichever is the later period.
- d. The warranty period shall commence upon date of acceptance by HACO.
- e. Contractor shall give HACO immediate notice in writing of any claim, action or suit filed against Contractor by any subcontractor.

P. Utilizing Qualified Pools:

- a. The selected firms will make up a multiple source list from which individual firms may be selected for services.
- b. Contract(s) will be awarded to those firms that are deemed qualified from this procurement process on an as needed basis.
- c. Site visits will be conducted for all HVAC services requested.
- d. When submitting estimates, the firms will be required to submit a written work plan, timeline and the cost.

- e. HACO facilities may accept the work plan; timeline and cost submitted or decides not to move forward with the project.
- f. HACO facilities may at times issue a revised work plan and timeline. For each occurrence, Contractor will provide a quote form and timeline during the site visit.
- g. A local company representative must be available to meet with a designated HACO representative at the job site within forty-eight (48) hours of being notify.

Prior to the start of each project, the awarded firm must participate in an on-site meeting with the staff/site, Property Manager and/or the administrator to review the requirements.

CONTACTOR REQUIREMENTS:

- A. Any contract awarded pursuant to this solicitation is contingent upon compliance with this requirement and a satisfactory background check as determined by HACO.
- B. Use of Subcontractors
 - 1. If subcontractors will be used in the performance of this contract, Contractor must complete and submit with its response a list which will include the subcontractor name; company name, address, telephone, fax number and services they will be providing that will be utilized under this contract.
 - 2. Contractor shall not assign any duties to perform services nor to provide goods to HACO under this contract to a subcontractor that is not listed in Contractor's response to this solicitation.
 - 3. If a subcontractor is removed from the contact at any time during the term, Contractor must notify HACO's Contract Administrator in writing with name of subcontractor, reason for removal and effective date.
 - 4. If Contractor desires to add a subcontractor at any time during the term of the contract, Contractor must submit to HACO Contract Administrator in writing the following information on the subcontractor; company name, address, telephone, fax number, services the subcontractor will be providing and the proposed effective date. Subcontractor may not begin providing service until approved by HACO.
 - 5. Contractor is responsible for ensuring that all subcontractors who provide goods or services under this contract comply with the terms and conditions of the contract.

SUBMISSION REQUIREMENT: All proposals must be submitted and time-stamped received in the designated HACO's office by no later than submittal deadline stated herein. **One plainly marked and signed original proposal must be submitted along with five copies.** The package exterior must clearly be marked **RFP2017-002 HVAC Services** and must be sealed having the proposer's name, return address and addresses to:

Housing Authority of the City of Orange
Attn: **Cleveland Como**
Project Coordinator
516 Burton Avenue
Orange, Texas 77630

Contract Term: This contract is initially executed for HVAC service for two years only. The HACO has the option to extend this contract for an additional one years.

Insurance Requirements

The Contractor shall maintain the following insurance coverage during the effective term(s) of this contract

General Liability Insurance: coverage, naming the HACO as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of the HACO as an additional insured under said policy (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$1,000,000, together with damage to premises and fire damage of \$50,000 and medical expenses any one person of \$5,000), with a deductible of not greater than \$1,000.

Automobile Liability: coverage in a combined single limit of \$250,000. For every vehicle utilized during the term of this contract, when not owned by the contracting entity, must have evidence of automobile insurance coverage with limits of no less than \$50,000/\$100,000 and bodily injury of \$5,000 with a deductible not greater than \$1,000

Section 3 Requirement: As detailed within 24 CFR 135.38, *Section 3 clause*, the following is required.

The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

When Section 3 is triggered by the need for new hires, contractors and subcontractors will make every effort within their disposal to the greatest extent feasible to attempt to hire Section 3 residents amounting to at least 30% of the aggregate number of full-time new hires. In the alternative, a contractor can donate a percentage of the contract, back to the Housing Authority for resident training.

BID FORM

Housing Authority of the City of Orange

HVAC Service RFP-2024-03

516 Burton Avenue Orange Texas 77630

Due Date: Friday, August 30, 2024

By: 2:00 p.m.

Name of Bidder:

Address:

Telephone No.:

To:

Housing Authority of the City of Orange

516 Burton Avenue

Orange, Texas 77630

Attn.:

Cleveland Como

Proposal:

Labor cost:

Material cost:

Bid amount: Dollars (\$ _____)

BIDDERS PROPOSED M/WBE PARTITION FORM

Please list below the name of all firmly committed contractors and subcontractors that will work on the project, their M/WBE status, official recognized/self-certified M/WBE designation, the dollar amount and the percent of the total contract that will be performed by the entity.

Name of (sub) Contractor	MBE Status	MBE Certifications	Dollar Amount	Percent of Contract Amount
Name of (sub) Contractor	MBE Status	MBE Certifications	Dollar Amount	Percent of Contract Amount
Total WBE Dollar and Percentage				

Use additional pages, if necessary.

Name of Firm

Signature and Date

Proposal Evaluation:

Evolution Factor: The following factors will be utilized by HA to evaluate each proposal submittal received; award of points for each listed factor will be based upon the documentation that the proposer within his/her proposal submittal:

NO.	Max points Value	Factor Type	Factor Description
1	60 points	Objective	The proposed cost the proposer proposes to charge the HA provide the required work.
2	10 points	Subjective (Technical)	The proposer's demonstrated understanding of the requirement:
3	10 points	Subjective (Technical)	The appropriateness of the technical approach (including labor categories, estimated hours and skill mix) and quality of work plan:
4	5 points	Subjective (Technical)	The proposer's technical capabilities (in terms of personnel, equipment and materials) management plan (including staffing of key positions, method of assigning work and procedures for maintaining level of service, ect.).
5	10 points	Subjective (Technical)	The proposer's demonstrated experience in performing similar work and the proposer's demonstrated successful past performance (including meeting costs, schedules and performance requirements) of contract work substantially similar to that required by this solicitation as verified by reference checks or other means.
6	5 points	Subjective (Technical)	The overall Quality and professional appearance of the proposal submitted, based upon the opinion of the evaluators.
	100 points		Total points (other than preference points)

Housing Authority of the City of Orange

Conflict of Interest Questionnaire

The Housing Authority of the City of Orange is responsible for knowing what conflicts might exist and to manage, reduce, or eliminate those conflicts. The key to handling these potential conflicts is *full disclosure* of any potential conflict or the appearance of a conflict. It should be noted that we believe it appropriate to disclose any family members that may be supported by, employed by, a vendor of, or business associate of the Housing Authority of the City of Orange. Each Contractor will complete a conflict of interest disclosure form to inform the Housing Authority of the City of Orange of situations that pose or may give the appearance of conflict of interest.

If you have questions as to whether a conflict of interest exists, we encourage you to discuss this with Contracting Officer and/or disclose this information on the form.

I certify by signing below I acknowledge receipt of the Conflict of Interest questionnaire and that I have accurately completed this disclosure form to the best of my knowledge.

Please check the statement that pertains to your disclosure:

- I hereby report that to the best of my knowledge, information and belief, no situation in which I am involved personally or professionally could be construed as a violation of the Contractor Conflict of Interest Policy, or as placing me in a position of having a conflict of interest with the Housing Authority of the City of Orange.
- I hereby disclose the following circumstances that may constitute a conflict of interest, as described in the Contractor Conflict of Interest Policy above (please document all situations below that are or may be considered a conflict of Interest):

I understand that it is my responsibility to contact the Housing Authority of the City of Orange's Contracting Officer to complete a Conflict of Interest and Disclosure form to notify the Housing Authority of the City of Orange of any changes and/or additions that may occur throughout the contract.

Contractor Name (*please print*)

Contractor Signature

Contractor Title

Date